

TOWN OF BRIDGEWATER

Finance Committee

Nathan Schofield, Chair
Eric Langone, Vice Chair
Lea Wyatt
Julie Scleparis
Suzi Robinson
Christopher Blunt
MJ Spagone
Rigobert Noel
Kathleen Martin



Academy Building - 66 Central Square
Bridgewater, MA 02324

Bridgewater Finance Committee (Fin Com)

Agenda for the Fin Com Meeting Convening on November 1, 2021 at 7:00 PM

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, this meeting of the Finance Committee for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. There will be no in person attendance permitted. Citizens who wish to tune in to the meeting may do so via Zoom or Facebook Live.

Link to join meeting: <https://us06web.zoom.us/j/84473651284>

Call In: 1-646-876-9923

Meeting ID: 844 736 512 84

Call to Order at 7:00PM

Approval of Meeting Minutes – 10/13/21

Public Comment

New Business

- **Resolution R-FY22-002: FY23 Budget Resolution**
- **Order O-FY22-016: Capital Appropriation Memorial Building Project**
- **Order O-FY22-017: Transfer Order OSLGC Pump**
- **Order O-FY22-018: Plymouth American Rescue Plan Act Votes**

Additional Items for Discussion

Adjournment of Meeting



Bridgewater Town Council

In Town Council, Tuesday, October 19, 2021

Council Order: O-FY22-016

Introduced By: Town Manager
 Date Introduced: October 19, 2021
 First Reading: October 19, 2021
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY22-016

CAPITAL APPROPRIATION MEMORIAL BUILDING PROJECT

ORDERED, that the Town Council assembled vote to:

pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer \$400,000 from the Sources as outlined below:

FUND		SOURCES OF FUNDING		Amount
6100	SWR RESERVES SPECIAL PURPOSE	SWR RESERVES FOR SPECIAL PURPOSE		\$ 100,000.00
6200	WTR RESERVES SPECIAL PURPOSE	WTR RESERVES FOR SPECIAL PURPOSE		\$ 100,000.00
8010	CAPITAL STABILIZATION	CAPITAL STABILIZATION		\$ 200,000.00
Total				\$ 400,000.00
Project#		USES OF FUNDING		Amount
192-09	MEMORIAL BLDG CAPTL PROJ FUN	MEMORIAL BLDG CAPITAL		\$ 400,000.00
				\$ 400,000.00

Explanation: Due to escalating construction costs, the renovation project general construction bids came in higher than expected. These funds will fully fund the project and a generous contingency in the event of unanticipated issue needing to be addressed during construction. Any unused funds will be returned to the funding source proportionally.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, October 19, 2021

Council Order: O-FY22-017

Introduced By: Town Manager
Date Introduced: October 19, 2021
First Reading: October 19, 2021
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY22-017

TRANSFER ORDER – OSLGC PUMP

ORDERED, that the Town Council assembled vote to:

pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer \$120,000 from OSLGC Retained Earnings.

Explanation: Replacement is needed for 25 year old pump station.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, October 19, 2021

Council Order: O-FY22-018

Introduced By: Town Manager
 Date Introduced: October 19, 2021
 First Reading: October 19, 2021
 Second Reading:
 Amendments Adopted:
 Third Reading:
 Date Adopted:
 Date Effective:

Order O-FY22-018

PLYMOUTH AMERICAN RESCUE PLAN ACT VOTES

ORDERED; That the Finance Director is authorized to approve, finalize, and submit on behalf of the Town any such ARPA Grant application and to make all representations and certifications required to be made on behalf of the Town to complete each such application, with such approval, representations, and certifications to be evidenced by the signature of the Finance Director on such application; and if any such ARPA grant is awarded, the Town Manager shall be the recipient of such grant on behalf of the Town.

Explanation: The Town may apply to Plymouth County for grants for certain eligible purposes to be funded from a grant received by Plymouth County pursuant to the American Rescue Plan Act. The County will receive applications for such grants through its online portal. The County requires evidence of Town authorization before granting access to the portal. The following votes will authorize one Town official to supply the County with all supporting data for each application and another Town official to approve the application and make the required representations and certifications on behalf of the Town to complete and submit the applications.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Bridgewater Town Council

In Town Council, Tuesday, October 19, 2021

Council Resolution: R-FY22-002

Introduced By: Councilor Wood
Date Introduced: October 19, 2021
First Reading: October 19, 2021
Second Reading:
Amendments Adopted:
Date Adopted:
Date Effective:

Resolution R-FY22-002

FY2023 BUDGET RESOLUTION

WHEREAS: A methodical and disciplined approach to the operating budget is warranted.

RESOLVED: Pursuant to establishing guidelines and priorities for the Town Manager to develop the Annual Budget, the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to adopt the following Policy Guidelines for the Town Manager to use in creating the FY 2023 Budget:

The Town Council is adopting these budget policy guidelines pursuant to Section 6-1 of the Bridgewater Home Rule Charter. Based on these guidelines, the Town Manager will develop budgetary goals and the Town Budget for Fiscal Year 2023.

Introduction

The following financial principles set forth the framework for our overall fiscal planning and management of the Town of Bridgewater's resources and are designed to ensure the Town's sound financial condition, now and in the future.

Sound Financial Condition is defined as:

- Cash Solvency - the ability to pay bills in a timely fashion
- Budgetary Solvency - the ability to annually balance the budget
- Long Term Solvency - the ability to pay for future costs
- Service Level Solvency - the ability to provide needed and desired services
- Reserve Solvency – the ability to adapt and respond to economic conditions
- Capital Solvency – the ability to assess, maintain, and replace our capital assets
- Bond Rating- maintain or improve current bond rating A2

To this end we will adhere to the following financial policies.

Financial Policies and Guidelines:

The Town will adopt their Multi-Year forecast for fiscal years 2023-2027 and a Capital Improvement Program, prior to the submission of the FY Town Managers FY 2023 Budget. This will give the Town a broader more forwarding looking perspective to better understand the budgetary cost drivers and our revenue capacity. Projecting forward will allow us to foresee where a structural deficit may exist when building out our operating budget for the ensuing year.

The following will be applied in preparing the FY 2022 Budget.

1. The town will avoid budgetary practices that balance current expenditures at the expense of meeting future year's expenses, such as postponing maintenance and upkeep of our facilities and equipment.
2. Recurring operating costs will be funded by recurring sources of revenue. In addition, to budget prudently and plan for contingencies the town sets the following reserve objectives for FY 2023:
 - a. Unreserved Fund Balance (free cash) for FY 2023 (07/01/2023) will be targeted at 1.5% of the 2022 operating budget and used only for one-time expenditures such as capital improvements, capital equipment, unexpected or extraordinary expenses such as unbudgeted snow and ice removal expenses and/or to meet the stabilization reserve policy objectives.
 - b. The Town will maintain a Stabilization Fund as its main financial reserve in the event of an emergency, unforeseen circumstances, or an extraordinary need. It shall be the goal of the town to achieve and maintain a balance in the Stabilization Fund equal to 10% of its operating budget.
3. Revenue:
 - a. Revenue Estimating: the revenues will be estimated conservatively, using an objective analytical approach. The goal is to predict revenues as accurately as possible while erring on the side of caution.
 - b. The Town will use methodologies established that best fit the accuracy of specific forecasting, in other words, different methods for different revenue types: Property Tax, Local Aid, Local Receipts, and Other Available Funds.
 - c. Ambulance Receipts Reserved for Appropriation: A five-year forecast will be used to determine available funds to support, proportionately, the ensuing years Fire Department operating budget and capital requirements for the Ambulance Fleet. (See Exhibit A)
 - d. For FY 2023 the projected revenue surplus shall be set at 1.5% of the 2022 operating budget. Revenue surpluses are essential to continue the annual funding of the Stabilization Fund at the 10% level, fund capital purchases of machinery, equipment, and vehicles, capital building improvements, infrastructure and engineering costs, unfunded sick leave buyback, and outstanding OPEB liability.
4. Expenditures: See Exhibit B
 - a. Estimating Major Cost Drivers: This compilation will address the increases necessary to fund the major budgetary cost drivers - salaries and benefits - which support our current service levels.
 - b. Maintenance of Capital Assets: The Town will compile a budget that will maintain capital assets and infrastructure to protect the Town's investment. The Town will compile a budget that will maintain our assets to protect the Town's investment, support and provide services, community, and economic development.

- Mach/Equip/Vehicles
- Software
- Infrastructure
- Land & Land Improvement
- Building & Building Improvements

FY 2023 Town Manger's Budget Objectives

1. Continue the Town's efforts within all departments to obtain grant funding from federal, state, and other sources in order to offset capital expenditures.
2. Review cost implication of contracted services vs. staffing in various departments.
3. Continue to enhance the Town's website and use other technologies as cost effective means for delivering information and services, increasing public awareness, and encouraging public feedback.
4. Submit a budget which maintains the Towns current service level and a budget which will meet the Town Managers service priorities.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
<ul style="list-style-type: none"> • Budget & Finance Committee 	<ul style="list-style-type: none"> • •
<ul style="list-style-type: none"> • Finance Committee 	